

## WiSACWIS Release 3.5 Notes

### Activity Notes

3302	Case/Provider Note printouts	The time now displays correctly for Case Notes and Provider Notes printouts when the time is entered as 12:00 AM.
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### Activity Notes

3305	Provider Notes	The Provider Note printout was modified to include 'Note # of #' to be consistent with the Case Note printout.
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### Activity Notes

3645	CN Criteria Window does not retrieve all CN's	CAPTA, Family Assessment, Case Plan and Adoption Plan now display as Categories in the Note Criteria window and display on the printouts.
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### Activity Notes

3678	Requesting new case notes category	After Hours Contact has been added as an Item category for Case Notes.
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### Activity Notes

3822	Provider Note: New Category and Types	<p>There is a new Provider Note Category of HFS 38/56 Rule Violation and the types associated with this new category are:</p> <ul style="list-style-type: none"><li>Rule Violation - Allegation</li><li>Rule Violation - Finding</li><li>Rule Violation - Corrective Action</li></ul> <p>The new category can be accessed via the Create&gt;Provider Work&gt;Narrative or Create&gt;Note&gt; Provider.</p>
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### Activity Notes

3888	Add Provider Note Type and Search Criteria	There is a new Type of Note under Provider Notes, Category OHCU. This new type is Foster Family Assessment.
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### Activity Notes

4332	Case Notes	<p>There is a new Case Note Category of Juvenile Justice and all the available types are:</p> <ul style="list-style-type: none"><li>Youth Level of Service</li><li>School Work Visit</li><li>Permanency Planning Review</li><li>Staffing</li><li>Supervisory Conference</li><li>Violation</li></ul>
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## WiSACWIS Release 3.5 Notes

### Activity Notes

Transportation  
Court Hearing  
Email  
Phone  
Home isit  
Office Visit  
Other

### AFCARS

4509	Afcars - verifies assignment incorrectly	If a worker has multiple assignments on one case and the most recent assignment is closed, the worker can still search and view the child's AFCARS record.
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### Approvals

3928	Approvals Tab	When a Legal Document is approved, the approval appears under the Worker's Pending Approvals icon and the Approvals In Progress icon. This functions as all other approvals do.
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### Approvals

4041	Worker ID got replaced	<p>When a worker creates and approves a Court Report for Termination of Parental Rights (CFS-2117) document, their name and their supervisor's name pre-fill on the document.</p> <p>If a worker not assigned to the case views the document via Search, the original worker/supervisor names on the document and the approvals are not overwritten with the worker who is viewing the document.</p>
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### Assessment

3319	OK button for frozen IA-PC	The OK button is now disabled on the Initial Assessment - Primary Caregivers window if the window is opened in view mode.
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### Assessment

3649	Allegation on Assessment-- Allegation Tab	An allegation row that was created in error on an assessment can be deleted by selecting the row you want to delete, click edit>delete.
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### Assessment

3987	assessment	When a user deletes the value in the first Family Characteristics/Conditions field and tries to save
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## WiSACWIS Release 3.5 Notes

### Assessment

the record, the user receives an error that states 'Please enter data in the fields which are highlighted' and the Assessment cannot be saved until a value is selected. The second and third fields can be deleted since the fields are not required.

### Assessment

4202	saving of IA PC	The performance has been modified on the Initial Assessment - Primary Caregivers window and the save no longer takes several minutes.
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### Assets & Employment

4247	"Per: " field-- Employment info Window	In the Employment Window under Income and Eligibility the value of Hourly has been added on the Per field. This will allow users to enter hourly income information, along with other options (weekly, bi-weekly, monthly, etc.)
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### Automated Messaging

4113	Automated Message Modifications: Jefferson County	Distribution changes made to Automated Messaging for Jefferson County as requested.
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### Automated Messaging

4115	Automated Message Modifications: Iowa County	Distribution changes made to Automated Messaging for Iowa County as requested.
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### Automated Messaging

4147	Automated Message Modifications: Grant County	Distribution changes made to Automated Messaging for Grant County as requested.
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### Automated Messaging

4155	Automated Message Modifications: Green Lake County	Distribution changes made to Automated Messaging for Green Lake County as requested.
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### Checklist

## WiSACWIS Release 3.5 Notes

### Checklist

3904	Checklists	A Checklist is now frozen and uneditable after a user clicks the Checklist Complete checkbox and saves the checklist.
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### Close Case & Adoption Decree

1644	Worker Assignments - Case Merge	The assignments from the closed case now copy over to the open case when cases are merged.
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### Close Case & Adoption Decree

4122	b-sm04a-tpr-copy	Ticklers are now copied over from the biological case to the tpr case when the tpr copy batch has been run.
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### Collect/Determine Eligibility

3548	Eligibility Window>Removal Home Address Group Box	The tab order on the Removal Home Address group box of the Eligibility window is now in the correct order.
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### Collect/Determine Eligibility

3899	CFS75 prefills with the original AAA, not latest	The Provider Name on the CFS-75 will now prefill from the most recent concluded Adoption Assistance Agreement. It was originally pulling in the first one.
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### Collect/Determine Eligibility

4123	Eligibility window	The eligibility redetermination rows are now displayed on the Eligibility window by the Date Completed (Descending order).
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### CPS Reports

1177	Mandated Reporter Phone Numbers.	On a PS Intake the phone number for the reporter will now consistently prefill on the basic tab of the Protective Service Window.
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### CPS Reports

3686	Intake Report Name	The name of the Intake Report has changed to Protective Services Report
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### CPS Reports

3737	PS Report, Decision tab	The OK button is now disabled on an approved screened out PS Report if it is accessed via
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## WiSACWIS Release 3.5 Notes

### CPS Reports

Search.

### CPS Reports

3984	PS Report	The names of the participants now pre-fill correctly on the Adults In Home and Children sections of the PS Report.
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### CPS Reports

4149	Worker Decision / Supervisor Decision Reason field	The screen in/out reason of 'Accepted for Rule Violation' was added for a PS Report Type of CPS - DCFS Lic/Cert Provider.
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### Document Plans

3393	Perm Plan / Independent Living tab	A worker cannot select 'Not Applicable' in addition to other values for the Special Needs and Transitional Services fields. A user will receive one of the following messages upon trying to save the record:
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You can not select Not Applicable in addition to other Special Needs values. Delete extra Special Needs selections as necessary.

You can not select Not Applicable in addition to other Transitional Services values. Delete extra Transitional Services selections as necessary.

### Document Plans

3444	Maintain Case Plan Item Window	A user can now delete characters within the Other Provider field on the Maintain Case Plan Item window without the cursor automatically jumping to the end of the text.
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### Document Plans

3736	New Perm Plan Review template	Waushara has added a new template for Permanency Planning Review. This template is accessed by Create>Case Work> Planning> Perm. Plan Review> Case Name> Case Participant.
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### Document Plans

4098	Safety Analysis & Plan/ Worker field prefilling wr	When copying over a Safety Analysis and Plan, the worker now pre-fills with the worker who created the Plan instead of the worker who created the plan that was copied over.
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## WiSACWIS Release 3.5 Notes

### Document Plans

4139	Safety Analysis and Plan auto-recall	A Safety Analysis and Plan is now automatically recalled when the worker has approved it but has made changes to it prior to their supervisor approving the Plan.
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### Education

3080	Education Window	On the Education Window, Responsible School Dist. Tab, Notify button, the Reason and Orig. Sent To fields are now grayed out as these fields are prefilled based on the School District Jurisdiction History Record selected. Therefore the fields can no longer be modified on the Notification window.
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### Education

3341	Report from Notification pop-up window	Blank pages are no longer printed when printing the Report from the Notification pop-up window that is launched from the Education window.
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### Education

3342	Report button on Notification pop-up	The Date Orig. Sent field is no longer cleared out when clicking the Report button after a new record has been created on the Notification pop-up window that is launched from the Education window.
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### Education

4251	Maintain Education History pop-up	"Expelled" has been added to the drop down list for completion status field of the Maintain Education History pop-up window.
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### Education

4283	remove "Eau Claire County" School District	Eau Claire County School District was deleted as requested in various places on the Education and Maintain Education History windows.
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### Foster Care/Out of Home Placements

3864	New AFCARS topic - CM21.	To help you understand the roles that you and WiSACWIS play in the process of submitting Adoption and Foster Care Analysis and Reporting (AFCARS) data to the Federal government, AFCARS documentation has been published on the WiSACWIS Knowledge Web and can be accessed at:
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## WiSACWIS Release 3.5 Notes

### Foster Care/Out of Home Placements

[http://apps.dhfs.state.wi.us/wisacwis/Knowledge\\_Web/helpdesk/afcars/afcars\\_index.htm](http://apps.dhfs.state.wi.us/wisacwis/Knowledge_Web/helpdesk/afcars/afcars_index.htm).

The web page includes:

- \* Management Overview

This document provides background information and a high level overview of how AFCARS reporting is handled in Wisconsin and WiSACWIS.

- \* User Guide - Entering AFCARS data

This document provides information on how each AFCARS element is entered into WiSACWIS. This is organized by the WiSACWIS window, on which the information is entered.

- \* User Guide - How to correct AFCARS data errors

This document provides information on how workers can use the AFCARS Foster Care Exceptions window to do the following: 1) check for a child's AFCARS errors, 2) correct a child's AFCARS errors.

- \* Troubleshooting Guide

This page provides instructions on who to contact for AFCARS help and when to contact them.

### Home Inquiry

4269	Add Home Inquiry type	The following choice has been added as a valid Inquiry Type: Relative ICPC
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### Home Provider

3857	update online help file Parent Agcy and EFT	Help files have been added for Parent Agency and EFT.
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### Home Provider

4487	Change prvd. parent agency after creating IH plcmn	After the parent agency has changed for the provider, the user can open the In Home Service or the Out of Home Placement windows without the system generating any error messages.
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### Issue/Reconcile Checks

3559	PENDING CHECKS PAYEE LISTING	PENDING CHECKS PAYEE LISTING report has been changed so it is easier to read.
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## WiSACWIS Release 3.5 Notes

### Issue/Reconcile Checks

report

### Legal Consult

3415	Court Number codes	Winnebago County has court numbers which contain the 2 letter code GN for Guardianship cases, therefore, the code GN has been added to the 2-digit court number field in legal action.
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### Legal Consult

3664	legal status	For a Legal Status the New Legal Status value now displays on the outliner, rather than the Legal Action value, as it was previously displaying.
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### Legal Consult

3867	Add Juneau County to Legal Status dropdown	Juneau County Circuit Court has been added to the Legal Status Window.
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### Legal Consult

3927	Add Iowa County to Legal Status dropdown	Iowa County has been added to the Circuit Court Reference Data.
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### Legal Consult

4015	legal documentation	A Legal Document that has no Role(s) identified cannot be approved by the user. The user will only be able to 'Not Approve' Legal Documents with no Role(s) identified.
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### Legal Consult

4016	legal documentation--perm plan--TPR/Guardianship	The child and Judge name now prefill on this document.
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### Licensing Home Providers

3694	Additional Licensing Action. New Reasons	<p>If the action of Place on Hold is selected, the reason of Foster parent Training in Progress is now available for Reasons 1-3</p> <p>If the action of Re-Activate is selected, the reason of Foster Parent Training Completed is now available for Reasons 1-3.</p>
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## WiSACWIS Release 3.5 Notes

### Licensing Home Providers

3715	closed license	If a provider's physical address is changed, it will create a new pending license for this provider only - it will not close other providers' licenses that have the same parent agency.
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### Licensing Home Providers

4007	FFA approval recalls whenever accessing the window	A worker can now manually recall an AFA or FFA before their supervisor has approved the document.
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### Licensing Home Providers

4063	Additional Licensing Action Approval	The worker now has the ability to Recall/Return an Additional Licensing Action before the supervisor has approved it. But the user will NOT have the option to edit the Additional Licensing Action, they can only Approve it again or Not Approve it and create another Additional Licensing Action.
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### Licensing Home Providers

4209	license outliner	When one county changes the designated county of a provider and the pending license is approved by the new county, then the new county's name will display for that provider on the outliner and on the header of the License window as the provider's Designated County.
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### Maintain Case

4252	Relationship/Role field Home Provider	There are three new values: Ward Other Other Relative
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### Maintain Case

4255	Stepparent Adoption reference values	Addition of reference values to support documenting stepparent adoptions within WiSACWIS have been added.
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### Manage Trust Accounts

3969	Trust Account - Ledger Tab	The following error message is now displayed from the Ledger tab when there is a negative Interate balance on the account: "Amounts entered result in negative Interest balance. Please re-enter transaction."
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## WiSACWIS Release 3.5 Notes

### Overpayment Adjustments

3780	Provider Overpayments > Outstanding Amount field	The Outstanding Amount on the Provider Overpayments window only calculates the sum of all overpayments for the selected county.
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### Person Management

3665	New Reference Data Value Needed--Person Mgmt	In Person Management, Basic tab the suffix of 'V' has been added to the existing values.
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### Person Management

3666	Add new reference data values-- person mgmt.	In Person Management, Background Check tab, the values of Sex Offender Registry and Wisconsin Circuit Court Access (CCAP) have been added to the type field.
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### Person Management

3967	DOB not setting to null if deleted	The Court Report does not display an age if a DOB is deleted for a participant.
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### Person Management

4003	Person Management - Additional Tab	The Client Characteristics on the Additional tab of the Person Management record do save eventhough the Parents or Guardians are not identified on the tab.
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### Person Management

4067	ZIP_CODE	The following zip codes have been added to the system for Jefferson County: 53039, 53548, 53904
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### Post Adoption Activity

4230	Select ARSP Link window - Search	The records are retrieved correctly on the Select ARSP Link window when a user searches by a specific Search #.
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### Process Payments & Purchase Requests

3915	Payment Request window	Both negative and positive amounts are no longer allowed on the Payment Request window. If the user tries to save the record with both negative and positive amounts, then they receive the following error message: The Payment Request
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## WiSACWIS Release 3.5 Notes

### Process Payments & Purchase Requests

window does not allow both negative and positive amounts in one request.

### Process Payments & Purchase Requests

4095	Calculate Payment Button	A new calculate button has been added to the Payment Request window which will allow users to select a placement/service to associate with a one-time payment. The Basic, Administrative, Exceptional and Supplemental amounts will be calculated when the Calculate button is pressed. The Total Amount of the one-time payment is the sum of all of these fields.
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### Recruitment

2958	recruitment activity window	The worker name is now pre-filling correctly on the Recruitment Activity window.
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### Recruitment

3796	Recruitment Event	Recruitment Events are now filtered by County on the retrieval window.
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### Reference Tables

4390	EPISODE table and check-write file	Counties are now able to set up Youth Aid and Non-Youth Aid money to pull from the correct funding sources. This is determined on the out-of-home placement window/provider tab under the payment information section.
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### Report Selection

4345	Report names on Report Selection window	All report names listed in the Report Selection window are prefixed by the report number. Examples: SM10a20 - Time to Adoption SM10a21 - Median Length of Stay SM10a22 - Time to Reunification
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### Risk/Need Assessment

968	signature line on Safety Assessment doesn't print	The Signature Lines now display correctly on the CFS-2073T: Safety Assessment template.
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### Risk/Need Assessment

3841	Safety Services/Initial	Emails are only being generated for the Safety Services/Initial Family meeting when the Meeting
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## WiSACWIS Release 3.5 Notes

### Risk/Need Assessment

Family meeting	is concluded instead of every time the worker viewed the Notification.
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### Security

3695	Unauthorized Updates	Users cannot approve a Case Plan or a Case Progress Evaluation via the Main Search window.
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### Special Needs

3643	unmet needs window	The Unmet Needs Window will no longer allow the user to save without completing required/blue highlighted fields.
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### Ticklers

4112	Tickler Modifications: Jefferson County	Jefferson County Ticklers were modified as requested.
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### Ticklers

4114	Tickler Modifications: Iowa County	Iowa County Ticklers were modified as requested.
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### Ticklers

4141	Tickler Modifications: Polk County	Polk County Ticklers were modified as requested.
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### Ticklers

4142	Tickler Modifications: St. Croix County	St. Croix County Ticklers were modified as requested.
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### Ticklers

4145	Tickler Modifications: Grant County	Grant County Ticklers were modified as requested.
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### Ticklers

4146	Tickler Modifications: Richland County	Richland County Ticklers were modified as requested.
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## WiSACWIS Release 3.5 Notes

### Ticklers

4148	Automated Message Modifications: Richland County	Distribution changes made to Automated Messaging for Richland County as requested.
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### Ticklers

4166	Tickler Modifications: Rusk County	Rusk County Ticklers were modified as requested.
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### Ticklers

4167	Tickler Modifications: Eau Claire County	Eau Claire County Ticklers were modified as requested.
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### Ticklers

4198	Tickler Modifications: Forest County	Forest County Ticklers were modified as requested.
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### Voluntary Services Referrals

3711	Services Intake-Roles field	On Service Intakes if the types of Delinquency or JIPS is selected, the role of Victim will also be available.
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### Voluntary Services Referrals

3886	Ref Data for Roles on Services Intake	In a Service Intake Type of Delinquency the role Accomplice is now available.
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### Voluntary Services Referrals

4261	Services Intake window - Detail tab	On the Services Intake window, when an Intake Type of "JIPS" is selected, the values "JIPS-Other" and "JIPS - Truancy" have been added to the list that appears in the Specific Services Requested group box on the Detail tab.
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### Voluntary Services Referrals

4281	add "Mental Health" service intake type	A new Service Intake type of 'Mental Health' was added with the same roles and Screen In/Out Reasons as the Child Welfare Service Intake type.
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The following Specific Services Requested values were also added for the new Intake type:

## WiSACWIS Release 3.5 Notes

### Voluntary Services Referrals

1. Adolescent CSP (Community Support Pgm)
2. Chapter 51 (Involuntary)
3. Chapter 51 (Voluntary)
4. Children Come First (CCF)

### Worker Assignment

3456	Worker Assignment	On the Case Assignment window when the worker selects the Site/Office button, the site that corresponds with the address of the case will automatically be selected.
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### Worker Assignment

3917	Add worker assignment types	<p>Two new assignment types have been added.</p> <p>--Courtesy Initial Assessment, which has the same Role and Responsibility values as CPS Initial Assessment</p> <p>--Coutesy Ongoing, which has the same Role and Responsibility values as CPS Ongoing</p>
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### Worker Assignment

4010	Assignment types	The assignment type of "Family/Child Needs" has been replaced with "Child Welfare" to coincide with the Case Type "Child Welfare"
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